

## 1. CALL TO ORDER

Call to Order – 4:04 PM

## 2. TERRITORIAL ACKNOWLEDGMENT

We respectfully acknowledge that the SFSS is located on the traditional, unceded territories of the Coast Salish peoples, including the x<sup>w</sup>məθk<sup>w</sup>əyəm (Musqueam), Sk̓w̓x̓wú7mesh Úxwumixw (Squamish), Selílwitulh (Tsleil-Waututh), k<sup>w</sup>ik<sup>w</sup>əłəm (Kwikwetlem) and q̓icəy̓ (Katzie) Nations. Unceded means that these territories have never been handed over, sold, or given up by these nations, and we are currently situated on occupied territories.

## 3. ROLL CALL OF ATTENDANCE

### 3.1 Committee Composition

President ( <i>Chair</i> ) .....	Gabe Liosis
VP Events and Student Affairs ( <i>Vice Chair</i> ) .....	Jess Dela Cruz
VP External and Community Affairs .....	Matthew Provost
VP Equity and Sustainability .....	Marie Haddad
VP Finance and Services .....	Almas Phangura
VP Internal and Organizational Development .....	Corbett Gildersleve
VP University and Academic Affairs .....	Serena Bains
VP Equity and Sustainability .....	Marie Haddad
Environmental Science .....	Chloe Homenuke

### 3.2 Society Staff

Operations Organizer .....	Ayesha Khan
Board Organizer .....	Emmanuela Droko
Campaign, Research, and Policy Coordinator .....	Beatrice Omboga
Administrative Assistant .....	Simar Thukral
Building Manager .....	John Walsh

### 3.3 Regrets

VP Events and Student Affairs ( <i>Vice Chair</i> ) .....	Jess Dela Cruz
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### 3.4 Absent

VP Finance and Services .....	Almas Phangura
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## 4. CONSENT AGENDA

### 4.1 CONSENT AGENDA 2022-01-18:01

*Be it resolved to adopt the consent agenda by unanimous consent.*

#### 4.1.1. MATTERS ARISING FROM THE MINUTES - MOTION EXEC 2022-01-18:02

*Be it resolved to receive and file the following minutes:*

- EXEC 2021-12-13
- EXEC 2021-12-21
- EXEC 2021-12-28
- EXEC 2022-01-04

**4.1.2. RATIFICATION OF REGRETS FROM VP EVENTS & STUDENT AFFAIRS-  
MOTION EXEC 2022-01-18:03**

*Be it resolved to ratify regrets for Jess Dela Cruz due to a medical appointment conflict*

## 5. ADOPTION OF THE AGENDA

### 5.1. MOTION EXEC 2022-01-18:04

**Matthew/Serena**

*Be it resolved to adopt the agenda as presented.*

**CARRIED AS AMENDED BY UNANIMOUS CONSENT**

- Remove 4.1.3 from the agenda.
- Remove item 6.1 from the agenda.

## 6. PRESENTATION

### 6.1. Return to In-Person Classes, January 24th, 2022

**SUBMITTED BY:** President (Chair) “Gabe Liosis”

**BLURB:** Gabe invited someone from SFU to join the Executive Committee to answer questions from Executive Officers and Councilors regarding the return to in-person learning beginning on January 24<sup>th</sup>, 2022.

## 7. REPORTS FROM COMMITTEES

### 7.1. Report from Management

**SUBMITTED BY:** President (Chair) “Gabe Liosis”

**Ella**

- The Burnaby Mountain Gondola project town hall is going to be this coming friday, the same day as the Covid-19 press conference, this is a collaborative project with the SFSS, GSS, and SFU.
- Ella followed up with SVSPO on the training for counselors for sexual violence training.
- We have two new admin assistants so getting them reoriented and learning how our operation works.
- Ella attended meetings with Corbett about planning the executive retreat and the council's summer retreat.
- Ella had been working on finishing up the one on one to review annual plans.

**Ayesha**

- Ayesha have a working conditions meeting next week to discuss a number of items. Some of them includes - looking for approval for all the job descriptions that were updated to reflect the governance changes at the society, how the reporting structure will be.
- In terms of staff check ins, Ayesha have procured some IT support, so they have one month rentals of laptops that have been delivered to the sub as of Monday afternoon. And, do have 12 staff signed up to receive those laptops. Ayesha did order backups so if any staff, who is in need of a backup laptop can reach to them.
- In terms of other staff items Ayesha have the probationary reviews that are ongoing.
- Successfully orient five new staff.
- Draft of the annual performance review for all staff is complete and ready for review from HRP.
- SLO incident report – Had been working on the draft for the report so in the future it can be as a hand over document for other HLO's to look back on if anything happens.
- We do have approval now to look into hiring a six-month temporary position for a BSSCDA, and this is just to supplement and support the work of the BSSC coordinator, who still continues to remain international so once that job description is. is approved by SOCA it will go to HRP and it will go through its process, so it can be posted.
- Other hiring things that needed attention or updates is the accessibility assistant, the MSC generalist position, seeking some kind of a remedy for the research assistant, whether that's becoming a project or temporary position or permanent.
- In terms of Joint Health and Safety Committee we have been reviewing the public health orders and following them quite closely.
- The JHSC walkthrough did happen between the committee and John (our building manager) and in terms of that we will be reaching out to equity-seeking constituency groups to see how our Student Union Building closure and COVID 19 protocol will affect the membership and their needs and seeing how we can support them.
- And, for executive support – Ayesha have been helping support the work of Jess and Dipti at creating a by-product career building series for all of our undergrad students. So, this will help bring in five career experts (past SFU Alumni) who are all by block and we will be offering the students a resume and cover letter building workshop like a networking workshop and interview skills building workshop so that will be that will happen over three months.
- And then, lastly, our COVID safety comms kit - we continue to make adjustments to our COVID-19 safety plan, our comms kit will trigger to our social media and our website so all of our membership is aware of it.
- A Dev session will be held on January 26th titled intersection of Labor practices and it will be covering like abolitionists training and our Labor perspective.

#### **John**

- As discussed in the last meeting, we continue to address the outstanding deficiencies in the building over the Christmas period. Since we got back, we have had some heavy rain and due to the extreme weather conditions, it has created some more issues rather than resolve them. Some of the doors, have had minor aggressive or ingress water and due to it, we are seeing a lot more water communicate up to the level 5000 the south east. So, in terms of adjusting the actual frame of the door itself is something we are working on.
- And, in terms of ins and blends just quick updates with them and again going back to the construction project like there was definitely an incorrect installation with one of their sinks in the blends unit, they have an area where they effectively wash their blenders, but they also have ice spot where they make blended drinks

So, they use the incorrect pipework underneath there and they also didn't insulate that area, so there has been a lot of waste in the building and a lot of corrosion that opens up the pipe work there, so we actually had to rip it. And so we have gotten rid of the black iron that was in the location and replaced it with just plastic pipe wire which should be there for drainage. We have also put insulation around the actual sink and the tank itself to try and stop the compensation.

- The power cuts that we had in the building triggered a couple of issues  
It affected the way things operate on the key switches. They basically have a pre determined setting for open a pre determined setting for down. And, what we found out to the power coats was when we were bringing them down the limit, it was actually corrupted and the shorter itself was buckling down on top. So, it was effectively causing the shorter to go into alarm and malfunction to work and work out there. So we managed to get that addressed in the last two weeks as well, so they've all been serviced and they are back up and running to.
- And, we were looking at trying to source the furniture that was requested for the prayer room and just unfortunately with the way things are at the moment, the two units that were specified by the Multi faith prayer Center just aren't available anymore, I have been communicating with Rachael effectively. I don't think we are going to be able to find this and what they are is they're just two cabinets to be installed in the left hand side of the room you go in. So I have reached out directly to the Multi faith Center and asked could they just try and find an alternative.  
And, so Rachel actually got back saying that there's a new director that's just been hired for the Multi faith in there and hopefully sometime this week or next week they'll come and they'll view the space and then they'll have a look at kind of the cabinets themselves and get back to us with some alternatives and we'll get them assembled and installed.
- Been a bit of work going into the covid safety plan as of Friday January 7th, we have to re-enact hours for the building. So, we got to go start off and get it out there,  
Other things to look for was the reduced capacity inside the building as well.
- And, we have also had the JHG inspections that he mentioned so that took place last week two and we've had two new building coordinators that have been on boarded.  
So kind of just making sure that they're well orientated and have a good idea of where everything is and doctrine set up with their shared drive access their keys SFU new accounts SFSS accounts all of that.
- And, last week we had to guide rails snapping the ball around for the automated blinds so they are under warranty so we've been pushing for a windy repair on those.
- And then, in terms of other projects, we have the L4000 board meeting room door so we're trying to take that down from access control and just put it on a key.  
So we can actually use that as a bookable space in the future so about 90% of that is done at the moment, but just in order to be totally compliant, we need to take the old wiring out.

## **7.2. Report from Executive Officers**

**SUBMITTED BY:** President (Chair) "Gabe Liosis"

### **Matthew**

- Working on the press conference that is happening on Friday and also the gondola town hall

meeting that is also happening on Friday. Has been working on presentation slides and outlining the content.

- We are working with John (Building Manager) around the plaque for the ballroom.
- Support in regards to COVID-19, we have been working reviewing the job forms in case, to sort out any needed miscommunications between constituency groups and sub tenants.
- We have also submitted an application that's going to be submitted to nominate SFSS and the Student Union Building for the Healthy Campus Community Award. I was working with Mark McLaughlin, Jess. And, then John and Ella have been looped-in in regards to getting this application submitted that will be going out today.
- We have been working on wrapping up the flood donation funds for the Student Union building so we are talking with SFSS because they had leftover funds so a lot of it's just going to be a monetary donation to the first nation emergency services society and then. \$1,000 is going to go to BC West Coast pilots to help with gas and transportation, so that they can apply some more stuff out because that's what they were asking for and support.

#### **Marie**

- Has been working on collaborating between the GSS and TSU and SFSS to write a joint letter in response to return to in-person learning until appropriate measures are actually put in place to actually keep us safe one that's not being done, currently, especially considering how highly contagious the Omicron variant is.

#### **Corbett**

- Working on the election referenda work, making sure the notification went out.
- Trying to help shadowing Gabe on transitioning so attending various meetings.
- As President goes to including meeting with President Joe Johnson going to the joint operations group meetings. I'm also taking a lead on a few meetings when to fill in those chairs one chair could make it.
- Taking different projects specially the operational plan is something I have been working on, as part of the transition Presidents or presidential transition.

### **7.3. Report from Hiring Committees**

**SUBMITTED BY:** President (Chair) "Gabe Liosis"

- Number of position coming up to fill – Jess interested  
MSC Generalist Hiring Committee. – Matt interested  
Women's center coordinator Hiring Committee. – Marie interested  
Black Student Support Center DA - Ayesha  
Research Assistant -  
Accessibility assistant – Serena Interested

## **8. NEW BUSINESS**

### **8.1. Appointing Acting President as Acting SLO and Acting LLO due to President Resignation - MOTION EXEC 2022-01-18:05**

**SUBMITTED BY:** President (Chair) "Gabe Liosis"

**ATTACHMENTS:**

**Gabe/Marie**

*Whereas Gabe Liosis, SFSS President, has announced his resignation for January 24th, 2022 at 5:00pm;*

*Whereas Bylaw 11.7.j has the VP Internal and Organizational Development “assume the duties and obligations of the President if the President is unwilling or unable to act, or in the event that the President position becomes vacant”;*

*Whereas the SFSS President acts as both the Staff Liaison Officer and the Legal Liaison Officer of the Society;*

*Be it resolved that the Executive Committee appoint Acting President, Corbett Gildersleve, as Acting Staff Liaison Officer and Acting Legal Liaison Officer of the Society to take effect on January 24<sup>th</sup>, 2022 at 5:01pm;*

**CARRIED UNANIMOUSLY**

- At the Executive Committee appoint acting president, Corbett Gildersleve as the acting staff liaison office and acting legal liaison office of the society to take effect on January 24, 2022 at 5:01 pm.

**8.2. AMENDMENTS TO STANDING ORDER 3-1 (HRP) - MOTION EXEC 2022-01-18:06**

**SUBMITTED BY:** President (Chair) “Gabe Liosis”

**ATTACHMENTS:** HRP Standing Order Amendments Proposal

**Gabe/Matthew**

*Be it resolved that the Executive Committee amend SO 3-1 (HR & Personnel Sub-Committee) as shown in the document attached titled "HRP Standing Order Amendments Proposal".*

**CARRIED UNANIMOUSLY**

**8.3. SFSS Executive Supports Black History Month and Global Shapers Community Vancouver Virtual Event – MOTION EXEC 2022-01-18:07**

**SUBMITTED BY:** VP External and Community Affairs “Matthew Provost”

**Matthew/Marie**

*Whereas, the Simon Fraser Student Society (SFSS) is in support and in solidarity with Black students, staff, faculty, and community as well as supported Black History Month and continues to do so, Whereas, Global Shapers Community Vancouver is hosting on Thursday, February 18th “to host a virtual evening of discourse, led by Black voices, to unpack themes such as Black Disability Justice in a panel discussion titled, ‘Imagining Black Futures’ where the “evening will consist of solidarity building with Black communities and allies here and far; addressing the linkages between race and class, white supremacy and ableism; and action items on how to effectively act in solidarity with the Black community”*

*Whereas, there is an online virtual market one week later on Saturday, February 26th hosted by Global Shapers Vancouver Hub to support local Black Femme-Owned businesses,*

*Whereas our current Board Organizer, Ella Droko and Operations Organizer, Ayesha Khan are currently supporting, volunteering and organizing to build solidarity with Black communities and allies, with Global Shapers Community Vancouver;*

*Whereas Executive Committee is aware of the involvement of current Board Organizer Ella Droko and Operations Organizer Ayesha Khan with Global Shapers Community Vancouver;*

*And has confirmed that neither person is in a position of authority nor would receive financial benefit from our contribution, and as such there is no Conflict of Interest;*

*Whereas, SFSS wants to support the work that is already being done by Black community members and wants to continue to amplify their labour, joy, and involvement within the community,  
Whereas, VP Events & Student Affairs, Jess Dela Cruz is chair of Events & Student Affairs Committee (ESAC) and will use this a portion of this budget to provide \$3000.00 to Global Shapers Community Vancouver,*

*Whereas, ESAC has been unable to pass motions through the committee as they have been unable to meet quorum and can only get through discussion items; therefore, is unable to have this motion under ESAC,*

*Whereas, it is good practice to have motions passed through live, recorded meetings with meeting minutes instead of email motions for transparency, for record, and for discussion,*

*Be it resolved that VP Events & Student Affairs will notify ESAC of this motion at next ESAC formal meeting,*

*Be it further resolved that \$3000.00 is aimed to be given from the ESAC budget to support Global Shapers Community for Vancouver for “Imagining Black Futures” speaker honoraria, gifts, virtual platform fees, marketing, and any other event logistics, further any unused monies will go towards future BIPOC programming,*

*Be it further resolved that the Executive Committee will discuss and make a decision on this motion on behalf of ESAC/Jess.*

**CARRIED UNANIMOUSLY**

#### **8.4. SFU 350 Campaign Reimbursement MOTION EXEC 2022-01-18-08**

**SUBMITTED BY: VP Internal and Organization Development “Corbett Gildersleve”**

**Corbett/Matt**

*Whereas on June 30, 2021 Council Unanimously voted to support a few climate emergency declaration open letter*

*Whereas Council also agreed to work in partnership with SFU 350 on a campaign by providing funding and organizing resources.*

*Whereas this campaign was successful*

*Whereas SFU 350 incurred campaign cost their purchase supplies and material*

*Whereas they submitted grants as a club. But a different reimbursement process is used in this case.*

*Be it resolved that the Executive Committee reimbursed SFU 350 representative Gurleen Augeia for campaign cost of 552\$ and 19 cents from line item 824/20*

**CARRIED UNANIMOUSLY**

- *Corbett explained that this was brought up in fall related to a number of grants that SFU community had applied for and had some items that they had tried to get reimbursed for but was denied because of the granting rules. He added that he was going back and forth with the staff to try to find a solution and recently was reminded that we had a council that passed supporting motions for this related campaign.*

#### **8.5. Approval of Gondola Town Hall Budget – MOTION EXEC 2022-01-18-09**

**SUBMITTED BY: VP External and Community Affairs “Matthew Provost”**

**Attachments:**

**Matt/Corbett**

*Whereas the SFSS has been advocating for the proposed Burnaby Mountain Gondola project*

*via the new Burnaby Mountain Gondola Campaign #Givestudentslift throughout the last 13 years, which is included various collaboration campaigns, open houses, many letters of support, and advocacy efforts aimed at various levels of government which includes Burnaby City Council, Members of the legislative Assembly, Members of Parliament. This is a continuation of public consultation which has been ongoing especially for our membership to share student voices and the SFU community's perspective and representation on this project.*

*Whereas engagement of the Student body is essential to the advocacy of this project to ensure membership on formed updates on this project since approximately 73% of students at SFU depend on public transit and the proposed gondola routes would serve over half of the students who use the 145 bus route, as well as the 2019 SFSS advocacy survey results, 94.4% of the campus SFSS membership identified reliable TransLink services as important or very important. Whereas the SFSS will be hosting a Virtual Town Hall regarding the Burnaby Mountain Gondola Project in collaboration with the Graduate Students Society and the SFU occurring on January 21, 2022.*

*Whereas Burnaby City Council will be voting on the continuation of the Burnaby Mountain Gondola Project projected for the end of January*

*Whereas, the budget for communications and marketing is needed to assist in campaigning and advocacy to provide undergraduate students access to safe accessible and reliable transportation. Whereas the 700\$ budget has been drafted by Ella Droko board organizer, with \$600 going towards the social media advertising and \$100 going to prizes for online engagement*

*Be it resolved at the executive committee approve the expenditures to \$700 from the external and community affair committee budget, which will be utilized for marketing and communication from the town hall.*

*Be it resolved also task Matthew Provost VP External Community and External and Community Affairs as well as Ella Droko board organizer to work with communications department to release and support all relevant communications materials to membership.*

*Be it resolved to task the executive committee to support, share and do outreach to SFSS counselors and membership to push the Gondola Campaign in relation to the Town Hall.*

**CARRIED UNANIMOUSLY**

- VP External and Community affairs explained that we need some funding approved for the town hall for online advertisements like social media advertisements that goes through Facebook and Instagram. Because, the town hall will be happening on Friday and this is essential because the Burnaby City Council will be voting on this at the end of the month. So, it is important to make sure that the students and everyone else is aware just in regards to the continuation of the project.*

*\*10 Minute-break taken at 5:22 PM*

**8.6. Further Measures to Prevent the Transmission of COVID-19 Within SFSS Spaces -  
MOTION EXEC 2022-01-18:10**

**SUBMITTED BY:** President (Chair) "Gabe Liosis"

**Gabe/Corbett**

*Whereas, on January 4th, 2022, the Executive Committee approved a motion to temporarily close the Student Union Building from January 4th-12th to reduce capacity in the building, encourage staff to work remotely until at least January 24th, and move all in-person services to be offered virtually until at*



least January 24<sup>th</sup>.

*Whereas, this motion tasked the Executive Committee to make a decision on whether to extend these measures, or implement new measures, by January 24<sup>th</sup>, 2022.*

*Whereas, COVID-19 cases, driven by Omicron, continue to be still very high, and present a safety risk to staff and Members.*

*Whereas since this decision affects the constituency groups and Staff housing the Student Union Building, Consultations were done and will continue to happen.*

*Be it resolved that the Executive Committee approve the following measures until at least February 18<sup>th</sup>, 2022:*

- *the Student Union Building shall continue to operate at reduced capacity;*
- *that all in-person services shall, where possible, continue to be offered virtually*
- *that staff shall be encouraged to work remotely;*
- *that staff must complete the “COVID-19 Sign-In Form” before attending the Student Union Building In-Person;*
- *that staff working in-person shall be limited to one-person per office, regardless of physical distancing or wearing face coverings;*
- *that Executive Officers shall work remotely, where possible, and must complete the “COVID-19 Sign-In Form” before attending the Student Union Building In-Person;*
- *that no in-person meetings shall be held in any SFSS space;*

*Be it further resolved that, before February 18<sup>th</sup>, 2022, the Executive Committee must decide on whether to extend these measures, or implement further measures.*

*Be it further resolved to continue consultation processes with constituency groups and staff within the Student Union Building and provide our supports as the executive.*

#### **CARRIED UNANIMOUSLY AS AMENDED**

- The chair amended the Be it resolved clause to replace February 15<sup>th</sup> with February 18<sup>th</sup>.
- Gabe explained that these measures that we currently have in place have been implemented as a result of the surge in COVID-19 cases and we see a need to extend these measures for a little longer as this wave of COVID has not peaked yet and we have no sign of decline in COVID-19 cases recently. So, we see this motion as a baseline for what we need to do to protect our staff and membership safety.
- Matthew posed an amendment to include a Whereas clause, and then add another Be It Resolve clause or be it further resolved clause on the ending remark- Whereas, since this decision affects the constituency groups and staff housed in the Student Union Building, consultations were done, and will continue to happen, and then add another be as resolved clause  
Be it resolved to continue consultation processes with the constituency groups and Staff within the Student Union Building and provide our support as executive.  
Moved amendment matt/Corbett  
Matthew explained on the amendments that he had a meeting with himself, Corbett, and Marie yesterday to catch up on where the COVID safety group was going to be meeting with executives and then also staff since before the holidays. So, they have been having continuous meetings. So, Marie brought it up that it was really beneficial to add the we have consulted with constituency groups, and also staff.
- Corbett spoke in favor of the motion for actions taken to safeguard our staff and our

members. He suggests that some of the whereas clauses might be incorrect. So, looking at the COVID-19 cases for now it looks like that we may have had our peak and numbers have been going down now under 2000 today. It is still going down, but will probably take two or three weeks before we start to get the numbers back down to what they were at the start of the Omicron. So he suggested to modify the language of the motion a little bit.

Similarly, reword the second motion - what is being recorded with the government.

- Gabe moved to amend the motion, so the whereas clause that Corbett indicated, where COVID cases driven by omicron continue to rise. Would like to strike continue to rise and just add are still very high.
- Marie spoke in favor of this motion and expressed her concern regarding not enough measures are in place by PHO and SFU which raise student safety concern at SFU and in SUB coming out of lecture and possible being exposed and carrying COVID into the SUB. It is important to consider that there are a lot of constituency groups having had their own safe spaces and if we cannot provide a safe space, it is best to ensure we come back when we know the building is open where we all are safe.
- Gabe made an amendment as it pertains to how long these measures are in place, so move to amend the motion to amend the Both be it resolved clauses. Instead of saying February 15<sup>th</sup> it would say February 18<sup>th</sup>.

#### **8.7. Recommendation to Council on Closure of Student Union Building as a Response to the COVID-19 Case Surge and Safety of Staff and Members - MOTION EXEC 2022-01-18:11**

**SUBMITTED BY:** President (Chair) "Gabe Liosis"

**Gabe/Marie**

*Whereas, the Executive Committee has implemented measures to reduce capacity in the Student Union Building, encourage staff and Executive Officers to work remotely, and move all in-person services to be offered virtually;*

*Whereas, COVID-19 cases, driven by Omicron, continue to rise, and present a significant safety risk to staff and Members;*

*Whereas, there already exists a risk that the Student Union Building would need to close intermittently for short periods of time where there are COVID positive cases amongst the staff team or as a result of exposures from Members;*

*Whereas, the Executive Committee believes that the measures implemented up until now do not do enough to protect the health and safety of our Staff and Membership;*

*Whereas, the Executive Committee does not want to make such a big decision on its own, despite it being an operational decision within its jurisdiction, without involving the larger body of Council;*

*Be it resolved that the Executive Committee supports a closure of the Student Union Building until at least February 15<sup>th</sup>, 2022;*

*Be it further resolved that the Executive Committee recommend that Council approve a closure of the Student Union Building until at least February 15<sup>th</sup>, 2022;*

*Be it further resolved that, at its February 16<sup>th</sup>, 2022 meeting, Council decide whether to extend the building closure for an additional period of time, or revert back to opening the Student Union Building, with reduced capacity, as passed by the Executive Committee at its January 18<sup>th</sup>, 2022 meeting.*

**CARRIED UNANIMOUSLY AS AMENDED**

- *Gabe would like to strike the word for the second where as clause – continue to rise with are still very high. Also, would like to amend the motion to strike the first two be it resolved clauses that mentions the date - Feb15<sup>th</sup> and replace it with Feb 18<sup>th</sup>.*

- *Matthew mentioned that it is essential to include council while making decision in this matter.*
- *Corbett mentioned as we discussed this with the COVID safety meetings about the mix between closing or trying to reduce the capacity and see how it goes. But, even with the numbers going down hospitalization are still going up. Even if the trend of cases going downward continues, it could take a couple of weeks to get us to pre-omicron phase. Closing the SUB is the right move for 2-4-week period while we are able to monitor the wave.*

## 9. DISCUSSION ITEMS

### 9.1. Acting VP Internal & Organizational Development Onboarding

**SUBMITTED BY:** President “Gabe Liosis”

**BLURB:** Gabe and Corbett will present an overview of the onboarding plan for the incoming Acting Vice-president Internal & Organizational Development.

- Gabe explained that the Acting VP internal would firstly be working to see what projects Corbett was working on before he became the Acting President and to see what to focus on the coming months.
- Gabe has scheduled an onboarding session on Monday, January 24<sup>th</sup>, 2022 with the acting VPI. The day will be broken down into time slots and everyone can speak about a topic ie go over structure of organization and role of organization committee.

### 9.2. Revisiting Elections Regulations

**SUBMITTED BY:** Campaign, Research, and Policy Coordinator “Beatrice Omboga” and VP Internal and Organizational Development “Corbett Gildersleve”

**ATTACHMENT:** Campaign Regulation

- Posting in the SUB (SFSS OFFICES), past practices did not allow candidates to have posters in SFSS offices, no posters in women's centers and Out campus offices now in the SUB.
- VP Internal and Organizational Development and Building Coordinator have ideas on how we can implement posting in the SUB.
  - Building Coordinator: "poster be restricted as done in Surrey. In Surrey each candidate can only hand one poster. Then hang them on the one poster area on level 2000. They would all be in the same location then."
  - VP Internal and Organizational Development /Acting President: "Many of the restrictions listed are from SFU as the vast majority of pestering places were in SFU-controlled spaces. The general restriction is that posters can only be placed on bare concrete, even painted concrete is not allowed as they don't want the paint to be damaged. Students will use any tape they can find from scotch tape to duct tape. Over the last few years we've used Gorilla tape so that posters don't fall down. If we were to follow the same rules for the same reasoning as SFU, then I think there's very few spaces that posters can go up in the SUB. We might want to do something like what occurs in Surrey where they have specific poster stands where you can put one poster up in total, and then place them in highly visible spaces, like main walkways. I think we should keep the poster rules because I expect there will be lots of students on campus after the 24th."
- Corbett explained that normally posters have traditionally been allowed on SFU property

because we only had SFSS offices and MBC place and we did not have any kind of neutral public place that is SFSS controlled. We could only go on with posters as SFU did not want any damages as a result of painting or damage to any services. So, there were a number of restriction based on height and location – such as not having anything in enclosed spaces as not everyone have the access to the area.

But, as this related to the SUB, if we follow our procedures and regulation you can make an agreement that you cannot put it anywhere in the SUB. Putting posters in the common areas and hallways. There are relatively few spots that are barely concrete in sub, most of it is painted area and walls.

- Beaty shared the regulations - SFU Campaign Material Regulations – Burnaby Campus. Do not be place campaign materials in or on: Wood, glass, or painted surfaces, floors, locations exposed to rain, off-campus locations, Society offices (including Out on Campus and the Women’s Centre), bathrooms, libraries, Tran slink property, cafeterias, Strand Hall, Graduate Student Society Offices, Student Residences, International Student Lounge, or private business. Surrey and Vancouver Campus – SFSS and SFU Campaign Literature Regulations- Surrey: Campaign literature may only be posted on the designated wire boards. The Surrey Campus Coordinator may be contacted for details. - Vancouver: Campaign literature can only be posted on bulletin boards.

## 10. ATTACHMENTS

### 10.1. HRP Standing Order Amendments Proposal

### 10.2. Campaign Regulation

## 11. ANNOUNCEMENTS

### 11.1. [Reminder] Next Executive Committee Meeting, February 1<sup>st</sup>, 2022, via Zoom

### 11.2. [Event] Simon Fraser Student Society (SFSS) COVID-19 Press Conference; January 21<sup>st</sup>, 2022, via Zoom

### 11.3. [Notification of Resignation] President Gabe Liosis Resignation Takes Effect January 24, 2022, at 5pm

### 11.4. [Event] Burnaby Mountain Gondola Town Hall; January 21<sup>st</sup>, 2022 via Zoom, at 11 am – 1pm

## 12. ADJOURNMENT

### 12.1. MOTION EXEC 2022-01-18:12

Matthew/Gabe

*Be it resolved to adjourn the meeting at 6:21 PM*

**CARRIED UNANIMOUSLY**

# HRP Standing Order Amendments Proposal

**Author:** Gabe Liosis, *President, Staff Liaison Officer, HR & Personnel Committee Chair*

# SO-3-1: HR & Personnel Sub-Committee

The Executive Committee shall maintain the HR & Personnel Sub-Committee as a standing Sub-Committee of the Executive Committee. ~~This committee shall act as the Labour Committee for the purposes outlined in the SFSS/CUPE 3338 collective agreement.~~ This committee Sub-Committee is not open to members outside of the Committee Sub-Committee to attend, unless invited by the Chair.

This Standing Order shall only be amended by the Executive Committee by a two-thirds majority vote.

## Definitions

“Collective Agreement” means the Collective Agreement between the Simon Fraser Student Society and CUPE 3338.

“Management” means all Union-Excluded Personnel hired by the Society.

“SLO” means the Staff Liaison Officer.

“Sub-Committee” means the HR & Personnel Sub-Committee.

## Composition

1. [Chairperson] President
2. [Vice Chairperson] VP Internal & Organizational Development
3. VP Equity and Sustainability
4. 1 Councillor (preferably a non-Executive Councillor)
5. [Non-Voting] Operations Organizer
6. [Non-Voting] Board Organizer

## Purpose

Guiding the President in their role as ~~the liaison between Council and staff~~ SLO, subject to the limits of this policy; and to guide the President, as outlined in the bylaws to ensure compliance with and enforcement of all relevant Collective Agreements, employment contracts and ~~staff relations policies~~ Administrative Policies.

To execute the duties of the Labour Committee as outlined in the collective agreement and fulfill the duties and responsibilities set out in the agreement.

To negotiate collective agreements with CUPE 3338.

Ensure accountability, transparency, inclusion, and democratic participation in executing the responsibilities of the committee.

Ensure the confidentiality of personnel files and the privacy of union-excluded and unionized staff.

## Quorum

Quorum shall be the chair and at least 1 other voting member of the committee

## Terms of Reference

Oversee all aspects of hiring, managing, and evaluating union-excluded personnel, including:

Review the performance of all union-excluded staff against established objectives on a regular basis under the leadership of the President, asking union-excluded personnel to leave during these discussions as is appropriate.

Provide semesterly reports to ~~Council~~ the Executive Committee on the performance of union-excluded personnel. Prepare an evaluation report for ~~Council~~ the Executive Committee before the end of April each year and recommend any compensation adjustments where necessary.

Annually review the Administrative Policies, ~~Personnel Policies and u~~Union-Excluded Personnel Job Descriptions and make policy proposals as needed, in conjunction with the Governance Committee.

Periodically review Personnel Policies as issues arise.

~~Ensure that all members of this Sub-Committee receive external training in nonprofit management and effective management of non-profit union-Excluded Personnel within four weeks of being appointed to this Sub-Committee.~~

~~Ensure that ongoing training in these key areas happens for the duration of Council term.~~

Oversee hiring, management and evaluation of union-included personnel, including:

Approve amendments to existing job descriptions, before it is sent to the Working Conditions Committee.

Approving the creation of new staff positions and their job descriptions, before it is sent to the Working Conditions Committee.

Ensuring Executive, Management, and/or Council participation on hiring committees for staff vacancies.

Collective Bargaining.

Grievances.

Provide reports to the Executive Committee, and Council, where necessary, on personnel issues, and activities, and projects undertaken by the Sub-Committee.

Seek direction from the Executive Committee to advise the President and Excluded personnel-SLOs on addressing major personnel issues.

~~Advise the President and excluded personnel on addressing major personnel issues, including, but not limited to:~~

~~Collective Bargaining~~

~~Grievances~~

~~Organizational and technological changes~~

~~The creation of new unionized staff positions~~

~~The elimination of current unionized staff positions~~

~~Personnel management practices including hiring, evaluation and training~~

~~Ensure Council participation on hiring committees for key vacancies (eg: Department coordinator level and above).~~

The Sub-Committee shall meet ~~at least semi-monthly~~ as needed, and give a report to the Executive Committee at every Executive Committee meeting on actions taken by the Sub-Committee since the last Executive Committee meeting.

The Sub-Committee shall undertake any of duties and responsibilities as delegated by the ~~SFSS Personnel Policies~~ the Executive Committee, or outlined in any SFSS Policies.

## Relevant Policies

The members of the ~~committee~~ Sub-Committee ~~should be familiar~~ shall have a thorough understanding of ~~with~~ the following:

SFSS Council Policies

SFSS Administrative Policies, especially SFSS Personnel Policies

The Collective Agreement

Societies Act

BC Employment Standards Act

BC Labour Relations Code



## Training

Immediately, at the beginning of the elected term, members of the Sub-Committee are required to participate in mandatory training, organized by the Operations Organizer, on the following topics:

The duties and responsibilities of the HR & Personnel Sub-Committee;

The SFSS Organizational structure, with an emphasis on the relationship between SFSS governing bodies, and staff;

All documents listed under “Relevant Policies”;

Strategic approaches to hiring, recruitment, and retention;

Best employer practices;

Effective employee onboarding;

Ongoing staff/personnel issues, grievances, or operational issues carried over from the previous elected term;

Overview of previous staff/personnel issues, grievances, or operational issues that arose from the previous elected term;

## Governance

The sub-committee will strive for consensus. Where no consensus is reached, the committee will make decisions by simple majority vote.

The Sub-Committee shall have the authority to approve resolutions via email that it deems time sensitive and/or urgent. Such a resolution shall require unanimous approval from Sub-Committee members, and the approval of the resolution must be reported on at the next Sub-Committee meeting.

The sub-committee shall take into consideration and respect Indigenous forms of governance and recognize how often other forms of governance overrule Indigenous ways of knowing, especially on occupied stolen territories.

When the sub-committee takes into account Indigenous forms of governance, the committee shall consider other aspects and ways of knowing in order to properly support this decision-making process. This can include:

Inviting Indigenous Elders of the Territories and asking for advice or supporting the decision-making process.

finding ways to include Indigenous forms of governance i.e. talking circles, transparency process and community engagement

## 2021 -CAMPAIGN REGULATIONS (CP-3)

### 3.5 CAMPAIGN REGULATIONS (CP-3)

The following are the regulations for the campaign period.

1. Campaigning or pre-campaigning will not start before the beginning of the Campaign Period.
2. Campaign materials must not be defamatory or discriminatory.
3. Campaign Literature must:
  - a. indicate the authoring candidate, position on the Exec Committee for which the candidate is running, indicate that the literature is associated with the SFSS Election, be approved by the IEC, and
  - b. be collected and discarded before the start of the Voting Period.
4. Due to the pandemic, posters, handbills, and other campaign materials are NOT to be posted on campus to avoid having members on campus when it is not necessary.
5. No SFSS resources, including monetary resources, technology, spaces or branded materials are to be used in campaigning.
6. Candidate endorsements are allowed in the following circumstances:
  - a. Only members of the SFSS may make endorsements
  - b. FSUs, DSUs, constituency groups and clubs can make endorsements for a candidate or candidates
  - c. Council as a whole may not make endorsements for any candidate or candidates, though individual Councillors in their capacity as individual members may do so
7. Mailing lists must be collected independently of SFU or other listservs or course platforms, and must comply with applicable privacy legislation.

**Candidates are required to adhere to all regulations. Failure to comply may result in censure, a reduction in campaign allowance, and/or disqualification.**

#### SFU Campaign Material Regulations – Burnaby Campus

Do not place campaign materials in or on:

1. ~~wood, glass, or painted surfaces,~~
2. ~~floors,~~
3. ~~locations exposed to rain,~~
4. ~~off-campus locations,~~
5. ~~Society offices (including Out on Campus and the Women's Centre),~~
6. ~~bathrooms,~~
7. ~~libraries,~~
8. ~~TransLink property,~~
9. ~~cafeterias,~~
10. ~~Strand Hall,~~
11. ~~Graduate Student Society Offices,~~
12. ~~Student Residences,~~

- ~~13. International Student Lounge, or~~
- ~~14. private business.~~

#### ~~Surrey and Vancouver Campus – SFSS and SFU Campaign Literature Regulations~~

- ~~— Surrey: Campaign literature may only be posted on the designated wire boards. The [Surrey Campus Coordinator](#) may be contacted for details.~~
- ~~— Vancouver: Campaign literature can only be posted on bulletin boards.~~

### 3.6 SUBMITTING COMPLAINTS TO THE IEC

Where a candidate feels that an electoral regulation is not being followed, they are required to submit their complaint in writing to the IEC, using the JotForm titled “Electoral and Referendum Complaints Form” provided on the Society [website](#). The IEC will determine on the basis of the information submitted whether or not to act on the complaint in a manner consistent with the elections policies, specifically CP-3.

### 3.7 SUBMITTING MATERIALS

Campaign materials, including those used on social media or distributed via email or other electronic platform, must be submitted to [elections.chief@sfss.ca](mailto:elections.chief@sfss.ca) for approval. Once approved, print campaign materials can be printed anywhere the candidate wishes. Itemized receipts MUST be obtained in order to be reimbursed for both digital and print materials.

In terms of social media, all social media accounts (Facebook, Instagram, Twitter, etc.) that will be used for campaigning will be monitored by the IEC. All campaigning rules apply to social media (e.g. no defamatory, discriminatory or attack ads allowed). All social media expenses must be reported to the IEC with itemized receipts in order to be reimbursed.

### 2020 3.5 CAMPAIGN REGULATIONS (CP-3)

The following are the regulations for the campaign period.

1. Campaigning will not start before the beginning of the Campaign Period.
2. Campaign materials must not be defamatory or discriminatory.
3. Campaign Literature must be sent to the IEC for approval, indicate the authoring candidate, be approved by the Independent Electoral Commission (IEC), and be collected and discarded before the start of the Voting Period.
4. Campaign Literature must not be posted in Society offices. SFU regulations for posters must be respected.
5. Only Members may campaign on behalf of candidates or referendum questions.

The IEC, may, at any time, establish new regulations. Candidates are required to adhere to all regulations, including those communicated to the candidates by the IEC during the elections. Failure to comply may result in censure, a reduction in campaign allowance, and/or disqualification. Please see the Appendix for a complete list of IEC regulations. These regulations are subject to change, and the most up-to-date regulations may be found

### **SFU Campaign Material Regulations – Burnaby Campus**

Do not place campaign materials in or on:

1. wood, glass, or painted surfaces,
2. floors,
3. locations exposed to rain,
4. off-campus locations,
5. Society offices (including Out on Campus and the Women's Centre),
6. bathrooms,
7. libraries,
8. TransLink property,
9. cafeterias,
10. Strand Hall,
11. Graduate Student Society Offices,
12. Student Residences,
13. International Student Lounge, or
14. private business.

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Surrey and Vancouver Campus – SFSS and SFU Campaign Literature Regulations

- Surrey: Campaign literature may only be posted on the designated wire boards. The Surrey Campus Coordinator may be contacted for details.

- Vancouver: Campaign literature can only be posted on bulletin boards.